

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2003 - JUNE 30, 2004**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2004 JUL 14 PM 4:10

THOMAS J PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Health and Human Services Agency

Division/Unit: **Child Welfare Services**

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol. _____	Hours _____	x	\$17.19	=	_____
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Types of work performed by GENERAL VOLUNTEERS in this category:

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol. _____	Hours _____	x	\$ 17.19	=	_____
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

POSITION	HOURS	VCL	DOLLAR BENEFIT
Intern	600	\$9.26	\$5,56.00
Undergrad Intern	9500	\$16.09	\$152,855.00
Data Specialist Intern	300	\$17.13	\$5,139.00
Graduate Intern	23,412	\$20.51	\$480,180.12

No. Vol: 64	Total Hours: 33,812	Total Value: \$643,730.12
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

The 2003/2004 internship programs in Child Welfare Services (CWS) maintained partnerships with local colleges and universities in order to recruit program specific interns in the fields of social work, public administration, public health and computer/database development. The interns are assigned to designated staff that act as field instructors/supervisors for the interns. The interns receive an orientation and training in risk assessment and Child Welfare protocol, procedures and policies. CWS works with the College and University curriculums and syllabi developed for field placement/internship. The interns work directly with social work, budget, public health staff to provide support services to staff and the client population served.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar</u> <u>Benefit</u>
2a:	<u>64</u>	<u>33,812</u>	<u>\$643,730.00</u>
2b:	<u> </u>	<u> </u>	<u>\$</u>
2c:	<u> </u>	<u> </u>	<u>\$</u>

TOTALS:	<u>64</u>	<u>33,812</u>	<u>\$643,730</u>
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
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TOTAL VALUE \$	<u>0</u>
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4. VOLUNTEER PROGRAM COSTS:

a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 1830 x Rate \$ 25.00 = \$ 45,750

b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 690 x Rate \$ 26.17 = \$ 18057.30
Patricia Devlin - Intern Coordinator

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
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TOTAL OF OTHER PROGRAM COSTS=

\$0

d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 63,807.30

5. **NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 643,730.

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 49,056.

TOTAL PROGRAM BENEFIT

\$ 579,922.82

6. **RECRUITING:**

Please describe your recruiting programs:

CWS recruits interns from SDSU, School of Social Work, School of Public Administration and Public Health. Internship recruitment has also been conducted with local community colleges and other universities. Additionally, students from Schools of Social Work at California State University (CSU), Los Angeles, CSU, San Bernardino the University of Southern California and Gallaudet University in Washington D.C, have requested internships in San Diego CWS. CSU, San Marcos continues to refer students to the North County CWS offices in Oceanside and Escondido. Students interested in internships receive information regarding the program at CWS via postings at the colleges and universities and the San Diego County website-Student Worker/Intern page. The CWS Coordinator is listed as the CWS contact for student worker/intern opportunities on the website. Additionally, information regarding internship opportunities is e-mailed yearly to college and university career centers. The CWS Internship Coordinator continues to participate in the SDSU Title IV-E collaborative and California Social Work Education Center, Statewide Training and Education Committee.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Internship Coordinator, Patricia Devlin and Field Instructor Mike Jones presented at the Performance Institute Conference on Case Management, which was held in San Diego on May 13, 2004. The PowerPoint presentation is currently posted on the Performance Institute website. The presentation addressed the development, implementation and management of child welfare internships in San Diego Child Welfare Services. Additionally, the presentation addressed how to collaborate with learning institutions. CWS held a Field Instructor appreciation event in April 2004. The Director of Child Welfare Services presented recognition awards.

The internship program coordinator supervised a database intern from the Grossmont College Computer program to develop a database to track all interns, intern assignments, intern hours, and field instructors. The database also provided for the assignment of a verifiable compensation level (VSL) in order to produce reports on the costs and savings of the Internship program in CWS.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The CWS internship program for 2004/2005 will begin with a field instructor retreat on July 28, 2004. The goal of the retreat is to focus on the role and duties of the field instructor in CWS. There has been an increase in the number of staff interested in becoming field instructors/supervisors, including program managers and social work line staff. A mentor program for interested staff will be developed this fiscal year, which will entail non-experienced field instructor staff working with a field instructor and student to clearly identify the duties associated with the role of field instructor/supervisor. Field instructor training mandated by SDSU School of Social Work will continue, as well as in-service/continued training conducted by CWS. A year end field instructor recognition will be planned for April 2005.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Patricia Devlin, MSW

Patricia Devlin, MSW

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Volunteer Coordinator: Patricia Devlin, MSW

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10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE

6-25-04
DATE